

Standard Operating Procedure (SOP)

DRP CLAIMING PROCESS

(For Stage-1)

1. Open Google Chrome on your computer
2. On the URL box, enter www.foodprocessingbihar.com
3. On the top, click on the tab 'DRP Login'
4. Inside the 'DRP Login' Page, if you are 1st time user enter your registered mobile number to get your user ID and password, user id & password will be displayed below. In case you already have UserID and password, you may directly click on 'Click here to Login into claim portal'
5. Further, click on 'Click here to Login into claim portal'
6. Enter your 'User id' which is your DRP ID and password as assigned by the system and click on Login
7. Click 'Claim Form' and click on 'New' to claim for stage-1
8. In the application form,
 - enter your name (enter correctly)
 - DRP ID (enter correctly)
 - District (enter correctly)
 - Name of unit/applicant (enter correctly)
 - name of the product, and (enter correctly)
 - Application No. (enter correctly)

- DRP Project Cost (Rs in lakh) (enter in the exact figure)
- In Capital Investment (CI) approved by the bank, enter the exact figure, in this DRP are instructed to enter 'Term Loan Sanctioned by the Bank' + 'Promoter's / Margin money sanctioned by the bank'
- In 'Working Capital Sanctioned by bank' enter working capital sanctioned by the bank, no need to add promoter's/ margin money in this, write exact figure as working capital sanctioned by the bank
- **'Document to be furnished with the claim form (Satge-1)**
- In 'Application with Detailed Project Report' upload Applicant's application and DRP Report
- In 'Loan Sanctioned Letter' upload Loan Sanctioned letter as provided by the bank (it is optional)
- Passbook/Cancel cheque Book of DRP, in this upload cancel cheque or Passbook of DRP and not of the applicant
- In 'Photograph of DRP with beneficiary at the site', upload clear Selfie photo of DRP with beneficiary at the site.
- In Loan Sanctioning Bank Details, enter Bank branch manager name, branch mobile no. and bank's official email id

- Upload Claim Form as Signed by DRP (Claim form may be downloaded from foodprocessingbihar.com homepage from the download section) (GM-DIC signature is not required)
- Enter bank account details of District Resource Person (DRP), enter your account no., IFSC code, Bank Name, Bank's branch name correctly.

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Standard Operating Procedure (SOP)

DRP CLAIMING PROCESS

(For Stage-2)

1. Open Google Chrome on your computer
2. On the URL box, enter www.foodprocessingbihar.com
3. On the top, click on the tab 'DRP Login'
4. Inside the 'DRP Login' Page, if you are 1st time user enter your registered mobile number to get your user ID and password, user id & password will be displayed below, in case you already have user id and password, you may directly click on 'Click here to Login into claim portal'
5. Further, click on 'Click here to Login into claim portal'
6. Enter your 'User id' which is your DRP ID and password as assigned by the system and click on Login
7. Click 'Claim Form' and click on 'Manage to claim for stage-2'
8. Enter 'Green Tab' 'Stage 2 Documents'
9. Enter the following;
 - Name of DRP (enter correctly)
 - DRP ID (enter correctly)
 - District (enter correctly)
 - Application No. (enter correctly)

- **In the mandatory/compulsory section, upload the following**
- Passbook/Cancel Cheque of DRP
- Udyam Registration of the unit
- Fassis License
- Geo-tagged photo of the unit (Download Geotagged photo camera from Play Store or Apple Store)
- Upload Self Declaration (Self-declaration form can be downloaded and filled up, scanned, and uploaded on the portal)
- Upload 'The stage-2 Claim form (Stage- 2 claim form may be downloaded from the foodprocessingbihar.com home page)
- **Following are Optional Documents**
- GST Registration certificate
- Beneficiary Training Certificate

Standard Operating Procedure (SOP)

(DRP Claim Status)

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4. Further, click on 'Click here to Login into claim portal'
5. Enter your 'User id' which is your DRP ID and password as assigned by the system and click on Login
6. Click 'Claim Form' and click on 'Manage'
7. You may see Column 'Status' in the manage section to check the status of the application.

Kindly note, portals are being updated as and when required to ease the claiming process.